

**IOWA PUBLIC INFORMATION BOARD**  
**January 17, 2013**  
**MINUTES**

The Board met at 2 p.m. in the Robert D. Ray Conference Room in the Governor's office at the Iowa Statehouse with the following members present: Robert Andeweg, Urbandale (via telephone); Anthony Gaughan, West Des Moines; Andrew McKean, Anamosa (via telephone); Gary Mohr, Bettendorf; Bill Monroe, Johnston; Kathleen Richardson, Des Moines; Suzan Stewart, Sioux City and Peggy Weitzl, Carroll. Also present was Larry Johnson, Deputy Legal Counsel to the Governor.

**Votes Taken**

- 1) On a motion by Mohr seconded by Stewart, the agenda was approved.
- 2) On a motion by Mohr, seconded by Gaughan, the minutes of the December 13 meeting were approved.
- 3) On a motion by Richardson, seconded by Stewart, the following board policy was adopted:

**Relationships among board, staff and executive director:**

The following board policy defines the relationships among board members, the executive director and the staff of the Iowa Public Information Board, subject to all pertinent state laws and personnel policies. The board, among other things, sets policy and hires an executive director to carry out the policies. The executive director, in turn, hires and oversees any staff members included in the board's budget. If any board member has any concerns about any staff member, he or she should tell the executive director. If any board member has any concerns about the executive director, he or she should tell the board president. If any staff member has any concerns about the operation of the board, he or she should address those concerns with the executive director.

- 4) On a motion by Stewart, seconded by Gaughan, the following board policy was adopted:

**Prosecutorial duties of executive director, deputy director and Attorney**

**General's staff:**

The following board policy defines the duties among the executive director, the deputy director and members of the staff of the Attorney General when it comes to prosecuting contested cases coming before the Iowa Public Information Board. Whenever possible, the executive director or the deputy director should prosecute any contested cases coming before the board. In any case where the executive director and the deputy director cannot serve as counsel to the board, the board should seek and rely upon the consultation and advice of the Attorney General's staff. The Attorney General's staff would defend the board in court if necessary."

**Action Agreed Upon**

- 1) The next meeting date is Thursday, February 21 at 2 p.m. in the Robert D. Ray Conference Room.

**Other Items Discussed**

- 1) The board invited general comments from the public. Items discussed included:

- a. A request that the board consider a policy of prohibiting board members and IPIB staff members from lobbying for or against any pending legislation regarding Chapters 21 and 22.
  - b. A suggestion that after July 1, when the board will become operational, the board take up the subject of records retention policies in state government.
- 2) Monroe reported that the Governor's 2014-15 budget includes a line item of \$490,000 for each of the next 2 years. The Budget Committee discuss details with the Department of Management. A presentation on behalf of the board will be made to the Administrative and Regulatory Appropriations Subcommittee at a time to be determined between Jan 24 and Feb 19.
- 3) The Website Committee reported that it met January 8 with Iowa Interactive to review the project charter, which was approved and signed. Committee members have also completed and submitted to Iowa Interactive a logo survey.
- 4) The Legislative/Governor Report Committee will be meeting in January to develop the report.
- 5) Stewart and Monroe reported on a presentation made December 14 to the Iowa Municipal Attorneys Association.
- 6) Future presentations were discussed including:
  - Board of Regents and Regents' Institutions (Monroe and Luchtel) TBD
  - Iowa Broadcasters Association (Richardson, Monroe and Luchtel) At IBA's April 20 convention
  - Iowa Hospital Association (Stewart, Monroe and Luchtel) TBD
  - Law enforcement organizations (Requests to police, sheriffs, Highway Patrol sent) ...Sheriff's Winter School, December 2013
- 7) Committee assignments were discussed.
  - Executive Director Search Committee (Mohr, Stewart and Monroe) to meet after application deadline...Monroe and Johnson were asked to work with the Department of Administrative Services to establish a timeline for advertising the position and a deadline for receiving applications.
  - Administrative Rules Committee (Luchtel, Andeweg, Johnson and Deputy Attorney General Julie Pottorff) to meet January 30

On a motion by Gaughan, seconded by Weitzel, the meeting was adjourned at 2:50 p.m.

Respectfully submitted  
Bill Monroe  
Board chairman